

Agenda - March 3, 2020

2.3 Payroll Periods & Payment Procedures

2.6 Recording of Hours Worked

March - April 2020 District Meeting and Event Reminder

March - April 2020 Community Calendar



AGENDA

Committee of the Whole Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, March 3, 2020
6:00 p.m.**

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185 or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Public Comment

Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5-minute time limit per speaker.

IV. Approve Meeting Agenda

V. Recreation Department – Gina Radun, Superintendent of Recreation

A. Marketing

- Fitness
- Rental marketing plans
- Program guide process
- Part-time marketing assistant
- Annual appeal and how it effects the special events
- Marketing and special events – working together!

B. Special Events

- Overall process of special events
- North Pole Adventure
- Added on Christmas event
- Miscellaneous special events

VI. Miscellaneous

- A. Review Employee Policy Changes:
 - 2.3 Payroll Periods & Payment Procedures
 - 2.6 Recording of Hours Worked
- B. Discuss Agenda for 3/28/2020 Commissioner Workshop/Retreat
- C. February 2020/March 2020 District Meeting and Event Reminder
- D. February/March 2020 Community Events

VII. Adjourn Open Meeting

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.3 Payroll Periods & Payment Procedures

West Chicago Park District employees are paid bi-weekly, every other Friday for the two-week (14 day) period which ends at midnight the preceding Saturday. ~~The Finance Department will mail paychecks are mailed by Finance department to employees at their address on record in our third-party payroll processing system. file with the Finance Office.~~ Direct deposit advices are available for viewing and printing from the third-party payroll provider's employee self-service portal, accessible to all employees via internet site or a downloadable application for the employee's mobile device.

Employees ~~can choose to may~~ be paid ~~either~~ by check or through direct deposit of funds to ~~either~~ a savings and/or checking account at their ~~bank/financial institution~~ of choice (providing the ~~bank/financial institution~~ has direct deposit capability). To activate direct deposit, employees should complete the Direct Deposit Authorization that is part of their new ~~hire employee packet~~ ~~hire process or available as an online Action from the third-party payroll provider self-service portal.~~ Due to banking requirements, it may take several weeks for activation of the direct deposit request.; ~~paychecks are mailed to employees at their address on file with the Finance Office.~~

The Park District reserves the right to choose up to 3 payrolls within any given calendar year ~~to conduct an internal controls review, which may~~ require all ~~applicable~~ staff to pick up their paychecks ~~and paystubs~~ with a valid ID. Notification and details will be provided in a timely manner if such procedure is to occur.

In the event of a lost paycheck, the ~~Finance Department~~ **Human Resources & Payroll Manager** must be notified ~~via email~~ as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the West Chicago Park District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Park District within 24 hours of the time it is demanded.

Employees are required to notify, ~~via email~~, the ~~Finance Department~~ **Human Resources & Payroll Manager** if they did not receive their paycheck within ~~15~~ 10 days of the paycheck date. Employees are highly encouraged to deposit or cash their payroll checks immediately upon receipt, but no later than 30 days after the paycheck date. An employee must deposit or cash each paycheck within 90 days of the paycheck date. Failure to deposit or cash each paycheck within 90 days may result in discipline up to and including suspension.

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.6 Recording of Hours Worked

All employees are required to maintain an accurate record of the hours worked, using the current time recording system. The time recorded, which must be approved by your immediate supervisor, is the basis for your paycheck calculation and **all employees are expected to review their time for completeness and correctness.** Time is computed to the nearest ~~quarter of an hour (15 minutes)~~ **per 5 minutes per hour.** **United States Department of Labor will accept rounding "provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all the time they have actually worked." The acceptance of rounding is based on the assumption that the rounding averages out so that employees are fully compensated for all the time they actually work.**

Under the Minimum Wage Law and the Illinois Wage Payment and Collection Act, an employer is obligated to pay an employee for all time worked. For both salaried and hourly employees, if a portion of the week is not completed, the entire salary amount is not due, unless the employee is entitled to and has approved paid time off, holiday or other leave being used. **All employees are to record their hours and employees who are out of the office at seminars, conferences, business trips, vacations, sick, personal or other days must record the hours worked or request time off via the third-party payroll provider system. All requests for unpaid or paid time off are to be initiated through the third-party payroll system according to Park District policy.**

An employee who is to work 7 1/2 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work. Illinois has no law regarding breaks.

Once an employee clocks in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

If you have permission to leave during working hours, you must clock out when you leave and clock in when you return. You are responsible for your own time recording, which must be recorded in the pay period worked. Violation of this policy may result in appropriate disciplinary action, up to and including immediate dismissal.

Employees are not to clock in or out for other employees. Recording another employee's time record or falsification of your own time record is against West Chicago Park District rules and is grounds for disciplinary action, up to and including immediate dismissal.

Mobile Punching

Depending on management approval and job position, the ability to record starting and ending times via a mobile device may be allowed and if used, must be an accurate recording. As on any device or

method, employees are prohibited from altering or falsifying time records, and from recording information on behalf of co-workers.

Violations in the use of a mobile device for recording time worked will result in the revocation of access to mobile punching capability and may lead to disciplinary action, up to and including termination. Failure to successfully access the mobile device for Mobile Punching, does not exempt the employee from otherwise recording or notifying their Supervisor of time worked within 24 hours.

The mobile punching method may employ location-based tracking via GPS. If so, the monitoring will be used to determine the physical location at the time of the mobile punch. Management reserves the right to restrict mobile punching, depending on position, to specific locations deemed appropriate for the work to be performed. Employees are discouraged from saving or recording their passwords or other log in information on their device. A method of recovering log in credentials is available thru the payroll application of the Park District third party payroll provider.

The Security Policy of the current third-party payroll provider is available for review from the Human Resources & Payroll Manager.

Early and Late Punches

Employees may arrive to work before their scheduled start times and remain on the premises after completing scheduled shifts but will not be paid for this time if they are not engaging in any work. Accordingly, early and late punches may be disregarded if the employee did not perform work during this period. Conversely, it is the responsibility of the employee to accurately record their starting and ending times of all time worked, including work performed outside of normal work hours. Working off the clock by non-exempt staff is strictly prohibited. If employees are found working and not properly recording time worked, disciplinary action, up to and including possible termination, may occur.

Work After Hours

Nonexempt employees are prohibited from engaging in work outside of normal and approved working hours; working from home and/or on mobile devices, without prior approval and written authorization from a supervisor, is not allowed.

Commissioners

Reginald Bass
Ken Driscoll
Frank Lenertz
Rick Spencer
Scott Turney
Courtney Voelz
Tony Zaputil
commissioners@we-goparks.org

Gary Major
Executive Director
gmajor@we-goparks.org

Michael Gasparini
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mgasparini@we-goparks.org

Leslie Hoffmann
Superintendent of Finance
lhoffmann@we-goparks.org

Gina Radun
Superintendent of Recreation
gradun@we-goparks.org

March 2020 **Meeting and Event Reminder**

March 3

- Committee of the Whole Meeting @ ARC - 6pm (Special Events and Marketing)

March 10

- Board Meeting @ ARC - 6pm

March 12

- Senior Social (St. Patrick's Day) @ ARC - 12pm to 2pm

March 21

- Daddy Daughter Date Night @ ARC - 5pm to 7:30pm

March 28

- Board Meeting (Commissioner Workshop/Retreat) @ West Chicago Community Center, 306 Main Street, West Chicago IL 60185 - 8am to 11am

If you are interested in helping with a March event...

Senior Social / Daddy Daughter Date Night - Contact Mary at mlester@we-goparks.org

Save the Date!

May 3 - 80 and Over Celebration - 2pm to 4pm (Mary)

June 13 - Hello Summer - 4:30pm to 10pm (Mary)

Commissioners

Reginald Bass
Ken Driscoll
Frank Lenertz
Rick Spencer
Scott Turney
Courtney Voelz
Tony Zaputil
commissioners@we-goparks.org

Gary Major

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gmajor@we-goparks.org

Michael Gasparini

Superintendent of Parks
mgasparini@we-goparks.org

Leslie Hoffmann

Superintendent of Finance
lhoffmann@we-goparks.org

Gina Radun

Superintendent of Recreation
gradun@we-goparks.org

April 2020 **Meeting and Event Reminder**

April 4

- Easter Egg-Stravaganza @ ARC - 9:30am to 11am

April 7

- Committee of the Whole Meeting @ ARC - 6pm (Parks Department)

April 9

- Senior Social Gathering (Chicken luncheon with West Chicago Police)
@ ARC - 12pm to 2pm

April 14

- Board Meeting @ ARC - 6pm

April 25

- Mother/Son Date Night (Nerf Wars) @ ARC - 5pm to 7:30pm

If you are interested in helping with an April event...

Easter Egg-Stravaganza / Social Gathering / Mother-Son Date Night -
Contact Mary at mlester@we-goparks.org

Holiday Closures:

April 10 - Administrative Offices are Closed

April 12 - ARC and Administrative Offices are Closed

View All Calendars Combined

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Week 10 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	2 7:00 PM City Council Meeting	3 7:00 PM Plan Commission	4 7:00 PM VFW Bingo	5 7:00 PM Infrastructure Committee Cultural Arts Commission District 33 Board of Education Meeting	6 6:30 PM First Friday Family Fun Night 7:00 PM Civil Air Patrol Meeting American Legion bingo	7
8 Week 11 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports DST Starts 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	9 Benjamin District #25 Board of Education Meeting 7:00 PM Development Committee	10 4:30 PM Civil Service Commission 6:30 PM Park Commissioner Board Meeting	11 7:00 PM VFW Bingo	12	13 7:00 PM Civil Air Patrol Meeting American Legion bingo	14 9:00 AM Community Clothing Closet
15 Week 12 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	16 7:00 PM City Council Meeting	17 7:00 PM Plan Commission	18 7:00 PM VFW Bingo Environmental Commission	19 7:00 PM District 33 Board of Education Meeting	20 7:00 PM Civil Air Patrol Meeting American Legion bingo	21 5:00 PM Fairy Princess Party - Daddy Daughter Date Night
22 Week 13 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	23 7:00 PM Public Affairs Committee	24 6:00 PM Historical Preservation Commission	25 7:00 PM VFW Bingo	26 6:00 PM Finance Committee 7:00 PM Fire Protection District Trustees Meeting	27 7:00 PM Civil Air Patrol Meeting American Legion bingo	28 9:00 AM Coffee with the Mayor
29 Week 14 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	30	31	1	2	3	4

View All Calendars Combined

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 Week 14	30	31	1 7:00 PM VFW Bingo	2 7:00 PM Infrastructure Committee Cultural Arts Commission District 33 Board of Education Meeting	3 6:30 PM First Friday Family Fun Night 7:00 PM Civil Air Patrol Meeting American Legion bingo	4
5 Week 15 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	6 7:00 PM City Council Meeting	7 7:00 PM Plan Commission	8 7:00 PM VFW Bingo	9 12:00 PM Chicken Luncheon with the West Chicago Police	10 7:00 PM Civil Air Patrol Meeting American Legion bingo	11 9:00 AM Community Clothing Closet 9:30 AM Easter Egg-Stravaganza
12 Week 16 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	13 Benjamin District #25 Board of Education Meeting 7:00 PM Development Committee	14 4:30 PM Civil Service Commission 6:30 PM Park Commissioner Board Meeting	15 Share the Health 7:00 PM VFW Bingo Environmental Commission	16 Share the Health 7:00 PM District 33 Board of Education Meeting	17 Share the Health 7:00 PM Civil Air Patrol Meeting American Legion bingo	18 Share the Health
19 Week 17 Share the Health Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	20 Share the Health 9:00 AM Pension Fund Board of Trustees Meeting 7:00 PM City Council Meeting	21 Share the Health 7:00 PM Plan Commission	22 Share the Health 7:00 PM VFW Bingo	23 6:00 PM Finance Committee 7:00 PM Fire Protection District Trustees Meeting	24 6:00 PM Spring Dance Recital 7:00 PM Civil Air Patrol Meeting American Legion bingo	25 9:00 AM Coffee with the Mayor 5:00 PM Moms vs. Sons Nerf War
26 Week 18 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	27 7:00 PM Public Affairs Committee	28 6:00 PM Historical Preservation Commission	29 7:00 PM VFW Bingo	30	1	2

All calendars are subject to change. Under no circumstances will the City of West Chicago or any of its partner organizations be held liable for any problems or issues arising from submissions to the calendar.